

Protocols for
Formatting and Editing
Publications for the
Environmental Assessment Program



December 2005

Protocols for Formatting and Editing Publications for the Environmental Assessment Program

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¹ Carol Norsen, Ann Armstrong, Gayla Lord, and Will Kendra provided helpful comments on this document.

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Purpose

These protocols will be used by support staff who format and edit publications in the Environmental Assessment (EA) Program. Support staff include the publications specialist and section secretaries.

These protocols serve as guidelines to improve the quality and consistency of EA publications.

Introduction

Since 1970, the EA Program has published over 1,900 publications. These are available on the web at www.ecy.wa.gov/biblio/eap.html.

Each year we publish about 50 new publications that are posted to the web and printed. Most of these are technical reports or quality assurance (QA) project plans.

It's the responsibility of the publications specialist and section secretaries in the program to ensure that all publications are formatted and edited according to agency guidelines. Some of the suggestions in this document result from these guidelines. Other ideas are from staff experience working specifically with EA publications.

Who Reads EA Publications?

There are six types of EA publications.

1. Technical Reports

Most EA publications are technical. They are read primarily by our clients (typically water resource managers) and also by scientists and resource management professionals external to Ecology (e.g., stakeholders in the study area). Abstracts in the reports need to be written so that anyone with some advanced education can understand them.

EA support staff (publications specialist and section secretaries) format and edit these.

2. Quality Assurance Project Plans

These are work plans signed by the client and supervisors before a study begins. QA project plans are read primarily by scientists and other resource management professionals. The abstracts need to be written so that anyone with some advanced education can understand them.

Section secretaries format and edit these.

3. Focus Sheets

These are two-page publications that provide information for the general public. They need to be written so that anyone with a high school education can understand them.

EA support staff format these. EA support staff and EA's public information officer (PIO) edit these.

4. Summary Handouts

These are typically four-page, all-color publications that summarize the results of a study for Ecology and other natural resource managers or the general public. They need to be written so that anyone with a high school education can understand them.

EA support staff or Ecology's graphic artist format these. EA support staff and the PIO edit these.

5. Posters

These may be produced for a technical audience or the general public.

EA support staff usually do not format or edit these.

6. Journal Articles

These are articles written by EA staff and published in scientific journals.

EA support staff usually do not format or edit these.

Before editing a publication, it's important to determine who the audience is.

For example, knowing who will read a publication can affect whether certain scientific words will be defined. In a technical report, *anthropogenic* could be used throughout the document, with it being defined as *human-caused* only the first time it's used. In a Focus Sheet or Summary Handout, *human-caused* could be used throughout the document, with no mention of *anthropogenic*.

The following guidelines apply primarily to technical reports, but most also apply to QA project plans, focus sheets, and summary handouts.

Working with Authors

Getting to know and work with the EA staff who write these reports can be a rewarding part of this effort. Many authors have a distinctive approach and style for their reports.

To maintain good relationships with the authors, do the following:

- Never make a text change in the electronic file without marking it on your edited (marked-up) copy for the author. Always mark every comma, spelling correction, word change, etc. It's important that the author trusts that you'll never, ever mess up his² work.
- While editing, you may be tempted to ask the author questions. In most cases, it's best not to bother the author. It will save time if you mark changes you *think* are correct clearly on your edited copy for the author to check later. If something is unclear, add a question mark or note on your edited draft.
- If you have a question for the author that needs answering right away, try to e-mail the author instead of interrupting him.
- Don't mark formatting changes for the author. These marks just add clutter and can easily confuse the busy author who is interested only in text changes.³

Introducing New Employees to Publications

Both the Watershed Ecology Section (WES) and the Environmental Monitoring & Trends Section (EMTS)⁴ have written publication procedures.

- The WES procedures (cat brochure) is at *Y:\Shared Files\WES Section\Reports – Procedures*. They're also available as Appendix A in these protocols.
- The EMTS procedures (flower brochure) is at *Y:\Shared Files\EMTS Section – Publication Procedures*. These are similar to the WES procedures.

² These informal guidelines use the politically-incorrect male pronoun – for ease of reading.

³ If using pencil, you can mark formatting changes on the edited copy as a reminder to yourself, but erase these marks before you give the edited copy to the author.

⁴ Since most EA publications are produced by WES, these protocols focus on WES publications, but the protocols also apply to EMTS.

Process for Working with Draft Reports

1. An author may ask you to format a draft report. Don't read a draft unless the author requests it and his supervisor approves it.
2. If the draft will go to reviewers, mark clearly on the electronic file that this is a draft. Type something like "Review Draft – 2-18-05 – Do not cite or quote" on the cover page, and "Draft – Do not cite or quote" in the footer.
3. Don't add the publication number and web address to the draft report unless the author requires it or the draft will be posted to the web. If you do add these, the draft report may accidentally be distributed as a final report.
4. After formatting, be sure to e-mail the file to the author, clearly reminding him to use this new file for any further work on the report. Otherwise, all your hard work will be in vain.

E-mailing Authors about Final Report Deadlines

You'll need to keep track of when all final reports are due by using Project Tracker.

If a final report is due in May, that means the report must be on the web by the last working day in May. The report should also go to the copy center on that day or shortly after.

Complex reports are due to you four weeks⁵ before their due dates (last day of the month), and all other reports are due to you three weeks before the due dates.

To alleviate confusion about final report deadlines, you'll want to e-mail authors while their reports are in draft form. The e-mail should be sent about two months before final reports are due to you. See Appendix B for an example of this e-mail message.

⁵ Some reports will require more than four weeks to finalize. These include all-color reports that are formatted by the agency graphics artist and/or edited by the PIO.

Process for Working with Final Reports

1. When the author e-mails you his report for finalizing, be sure the author wants it formatted/edited as a *final* draft for the web and printing. This means that all reviews are complete.
2. E-mail the author and his supervisor, stating that you're beginning to work on the final report and when you expect to have the report complete (on for the web and to the printer).
3. Format the whole report but make *absolutely no changes* to the text. If you see something in the text you want to change, highlight it electronically so you'll see it when you edit the report later
4. Print a new copy.
5. Edit the new copy by reading it and physically marking on the printed copy every change you plan to make to the text.⁶ It's essential that each change be marked clearly, even commas, apostrophes, etc. The author needs to trust that you'll not mess up his work.
6. Make all your edits in your electronic file.
7. Print a new copy for the author. Give the author the new copy *and* the copy you've edited (marked up). On the new copy write "For your OK. Mark any new changes in red ink." On your edited copy write in pencil "Changes made. Be sure to check these over carefully." Date and initial both of the above notes.
8. Ask the author to look through the new copy as well as your edits on the old copy. He makes any new changes on the new copy in red ink. He gives this new, mark-up-in-red copy to you.
9. Make the author's new edits on a new electronic file. Write "Changes made" on the author's marked-up-in-red copy – along with the date and your initials.
10. Print a new copy for the author's final OK. In blue ink, write "Final – for your OK." Date and initial this note. Give the author this final printout as well as the marked-up-in-red copy for him to check. Ask the author to date and initial the final printout as his approval.
11. Give the following to the section manager for approval: (1) final author-approved copy of the report, (2) cover memo initiated by the unit supervisor, and (3) pink distribution sheet initialed by the unit supervisor. Allow at least three days for the section manager's approval.

For complex reports, you may need to repeat steps 8 – 10 two or three times.

Keep all marked-up drafts for at least six months as a record of what the author approved.

⁶ If you use Word's *Track Changes* feature instead of marking changes on a printed copy, be sure to completely format the report before turning on the feature.

Notifying C&E of New Reports

The director of the Ecology's Office of Communication and Education (C&E)⁷ must be notified of all new EA publications before they're posted to the web. The notice must be e-mailed at least three weeks before posting complex reports, and at least ten days before posting shorter reports. See Appendix C for details.

Cover Memo, Distribution Sheet, and Summary for Web

Soon after an author gives you a report to finalize, ask the author for a (1) draft cover memo, (2) completed pink distribution sheet, and (3) <100-word summary for the web.

Edit the cover memo, and ask the author to initial it. Be sure the distribution sheet is complete. Then give both of these to the author's unit supervisor for approval. Finally, give both of these to the section manager for approval at the same time you give him the final report for approval.

Examples of a cover memo and distribution sheet are in Appendix A.

⁷ The C&E director is also EA's PIO.

Formatting

Managing Electronic Files

The author will often give you his final report in many files from various software programs. Complex reports may come to you as 40 or more files from as many as five software programs.

All electronic files must be carefully organized so that you'll always be working on the most current ones. Also, it's critical that you can find later what files were used for the final report.

- Always keep original files the author sent you. You can name the files something like "Report – Whatcom Creek – 6-18-05 from John" and "Table 1 – 6-18-05 from John."
- Within the electronic folder for a report, make a separate folder for each of these: Figures, Tables, Appendices, and PDF files. This will prevent losing control of masses of files.
- When you start working with a file, immediately name it with that day's date. And save the file with the new date in its name each day you work on it (e.g., "Report – Whatcom Creek – 6-19-05"). By doing this, you'll always know what is your most recent draft, and you'll never lose more than one day's work.
- As an extra precaution, each day you work on the report, write that day's date at the top of the electronic report (e.g., "DRAFT – 6-19-05" highlighted in yellow). This date should always match the date in the file name.

If the author gives you a bunch of files that aren't labeled clearly (e.g., *XW9518* instead of *Appendix J*), you can ask the author to name the files clearly before you accept them.

Templates

Remind authors to use templates. These are found at Y:\Shared Files, under both the WES Section and the EMTS Section.

- For a standard technical report with a cover and table of contents, use the *Regular Bound Report* template.
- For a short technical report with no cover and no table of contents, use the *Short Stapled Report* template.

If the author didn't use a template, drop the text into a template before formatting it.

Agency and EA Guidelines

The report needs to be formatted so that it's organized and easy to follow.

Formatting shouldn't overpower the text. For example, lots of bolding and underlining can distract from the message.

EA publications should be formatted according to the following agency and EA guidelines:

- Left-justify all text.
- Don't use ALL CAPS in headings or text.
- Don't use underlining in headings or text. Use *italics* instead.
- Don't use **bold** in text. Use *italics* instead.
- Don't number chapter or section headings.
- Limit paragraphs to a maximum of 12 lines.
- Place figure titles *below* the figures, not above them.
- Try not to use quotation marks around words. Use *italics* instead.
- If a list is sequential, use numbers. Otherwise, use bullets. Punctuate bulleted items with periods or, if it's a list of simple items, use no punctuation.
- Use Arial font for major headings.
- Use Times New Roman font for text. Size 12 font is preferred, but 11 and 11.5 is OK.
- Use Times New Roman or Arial font for tables. Try to keep the font style and size consistent throughout the report, especially in tables that are near each other.
- Insert a separate title page for each appendix only if the appendices are complex. Otherwise, don't insert title pages.
- Continue the report page numbering into the appendices instead of using the old "page A-1, A-2, B-1, B-2" style.
- Use page margins of 1" or 1.25". For appendices figures and tables, .5" is OK.

Agency standards as described at www.ecology/comm_ed/pubhandbook/index.htm.

Headings

For standard reports, use the following fonts or something similar for heading levels:

- | | |
|-------------------------------|---------------------|
| 1. Ariel 20 bold | Heading One |
| 2. Ariel 16 bold | Heading Two |
| 3. Ariel 14 (not bold) | Heading Three |
| 4. New Times Roman 12 bold | Heading Four |
| 5. New Times Roman 12 italics | <i>Heading Five</i> |

A report should have no more than five heading levels.

Level-one headings can be centered or left justified. All other heading must be left justified.

You can add variety by globally changing heading styles (Format / Styles). For example, you can add color, shading, and/or a lower border. A lower border is often used with Heading 3.

In all but short reports, force level-one headings to the top of a page. In long reports, consider forcing level-one headings to the top of odd-numbered pages.

Figures and Tables

All figures and tables more than one page long need to go in the appendices.

Figures and tables should be formatted with a consistent font, border, and shading style within each report. This is not always possible because of how the figures or tables were created or pasted into the Word file.

Figure titles always go *below* figures, and table titles go *above* tables.

It's preferable that figure and table titles be in *sentence case*, not *title case* – but you can go with whatever style the author uses most. Be consistent with whatever style you choose.

Encourage authors to do the following:

- Use the *caption* style for figure and table titles so that the lists of figures and tables can be autogenerated and kept “live” on the web.
- Create figures so they can be understood in black & white because color pages are expensive to print. All color will show on the web.
- Create figures and tables in portrait instead of landscape orientation. Portrait pages are easier to read and much easier to format, edit, and work with in pdf.

If an author doesn't use the caption style and he asks you to renumber his figures and tables:

- If inserting one or more, always *Find and Replace* from the highest numbered figures or tables and work down.
- If deleting one or more, always *Find and Replace* from the lowest numbered figures and tables and work up.

See Appendix D for examples of formatting and editing tables.

Appendices

Number figures and tables in the appendices as A-1, A-2, B-1, B-2, etc.

Continue page numbering from the report into the appendices instead of using the old *A-1, A-2, B-1, B-2* style. Or if the appendices are in a separate Word file (not part of the report), you can use *Appendices page 1, Appendices page 2, etc.*

Make a separate title page for each appendix only if the appendices are complex. Otherwise, don't make title pages.

Importing into Word

Files often need to be imported into Microsoft Word from other programs.

- Import Excel tables into Word as tables, not pictures, for easier formatting and editing. But it's OK to paste a table as a picture if the table is large and tight on the page.
- Don't import figures totaling more than 5 megs into the main Word document. Insert these in pdf instead.
- Ask authors to export ArcView maps to PPT or eps. Steve Barrett can assist authors with GIS and WQHydro files.

Formatting Timesavers

Control/Y (or **Repeat Typing** icon): This feature allows you to repeat your last formatting change. Using it will make you much more efficient.

Control/Enter: This allows you to force text to the top of the next page. Always use this instead of a bunch of Enters.

Shift/Enter: This forces text to the next line while retaining all the text in one paragraph. This can be important when you need to format the paragraph as a whole.

Editing

Editing a report involves reading through it to check for problems in grammar, spelling, punctuation, clarity, conciseness, consistency, and organization.

Each problem you find must be marked clearly for the author. It's critical that no changes are made to the electronic copy without the author knowing what these changes are. This means not even adding a comma without the author knowing it. Mark all your changes on a printed copy.

If you find an error that is repeated throughout the report (e.g., *Osooyos* instead of *Osoyoos*), mark your correction (edit) in the report and write *globally* in parentheses by it. To reduce clutter for the author, don't mark the remaining places where this change is made. But be sure to make these changes electronically one by one. In other words, when using the *Find and Replace* tool in a final report, never use *Replace All*; use *Find Next* instead.

On your edited copy, mark all changes clearly for the author. When writing a note for the author on the edited copy, put the note in parentheses – so he'll know you're not inserting these words into the report. These distinctions must be easy for the author to understand.

Steps in Editing

Read through the report. As you go, mark your changes on a printed copy for the author (see Appendix E for standard proofreader marks). Then make those changes on the electronic copy.

To save time and reduce errors, always do these steps last and in this order:

1. Complete widow-orphan control.
2. Force all pages with level-one headings to odd-numbered pages (for large reports).
3. Be sure all color pages are back-to-back or have blank backs.
4. Regenerate the Table of Contents.
5. Regenerate or manually add page numbers to the List of Figures and Tables.

Major Sections in a Report

Standard sections in a report are listed in Appendix A of these protocols. The following sections often require extra attention when formatting and editing.

Titles

Keep report titles as short as possible.

Put TMDL report titles in this order: Waterbody, Parameters, Total Maximum Daily Load Study

Table of Contents

Always autogenerate the Table of Contents. Don't create them manually.

Keep the Table of Contents active in pdf, when possible.

Abstract

The Abstract must be ≤ 300 words.

The Abstract needs to be understood independent of the rest of the report. Any acronyms in the Abstract must be used in the Abstract – otherwise, delete them.

Do not allow citations in the Abstract.

Use Informative Abstracts. See details at <http://leo.stcloudstate.edu/bizwrite/abstracts.html>

Executive Summary

Complex reports often have an Executive Summary (or Summary) after the Abstract. Any figures and tables in the Executive Summary should be numbered ES-1, ES-2, etc.

Recommendations

This section also needs to be understood alone. Any acronyms in the Recommendations must be used in the Recommendations – otherwise, delete them.

Do not allow citations in the Recommendations.

References

This section often has many inconsistencies in format and style. See Appendix F for suggested Reference styles.

Add and verify publication numbers and web addresses for all Ecology publications listed.

Grammar

Be sure to turn on the Grammar Check in Word. This feature can help you find some of the grammar problems.

Acronyms

Confusing and inconsistent use of acronyms is common in draft reports.

Be sure each acronym is defined the first time it's used.

If there is no list of acronyms in the report, you may want to redefine an acronym every ten pages or so in a report if the acronym isn't commonly understood.

Frequent problems with acronyms in reports:

- The acronym isn't defined.
- More than one acronym is used for the same thing – e.g., EPA, USEPA, and U.S. EPA; DOH and WDOH. Choose one acronym and use it consistently.
- The acronym isn't used enough to be needed – e.g., if the acronym is used only three or four times over 50 pages, delete the acronym and spell it out each time.
- The acronym is used inconsistently – e.g., the author jumps back and forth with using the acronym and spelling out the words. For example, the last *dissolved oxygen* in the following paragraph should be *DO*.

Oakland Bay is designated as Class A marine waters with a dissolved oxygen (DO) standard of 6 mg/L. Inner Shelton Harbor is designated as Class B marine waters with a DO standard of 5 mg/L. Oakland Bay and Hammersley Inlet are not on the 303(d) list for dissolved oxygen.

Remember, it can be dizzying to stumble through piles of acronyms, even if the acronyms are defined.

Acronyms commonly used by the EA Program are listed in Appendix G.

A list of agency acronyms can be found at aww.ecology/comm_ed/gib-anac.htm

Abbreviating the Washington State Department of Ecology

Use *Ecology*, not *DOE*, for the *Washington State Department of Ecology*. *DOE* can be confused with the *U.S. Department of Energy*.

Noun/verb agreement

Singular nouns need singular verbs, and plural nouns need plural verbs.

Data, criteria, and bacteria are plural nouns (e.g., *the 1997 data were used*).

Sometimes the verb gets separated from its noun, so it's easy to make an error. For example, the following sentence is incorrect. The singular noun *process* should have the singular verb *provides*.

The adaptive management process of responding to monitoring results provide an implicit margin of safety.

Parallel verbs

It's common to correct verbs that aren't parallel in text and lists. See the following example:

Original: Primary objectives include monitoring native plant populations, to maintain a database of all native plants, and we need to study the effects of weed treatment efforts.

Edited: Primary objectives include monitoring native plant populations, maintaining a database of all native plants, and studying the effects of weed treatment efforts.

Two-word adjectives

Two-word adjectives need to be hyphenated. For example, *high flow* isn't hyphenated as a noun but is as an adjective. For example, the following is correct:

The concentration of mercury in Glacier Creek was 0.0042 ug/L during the high-flow period.

Exception: If the two-word adjective is commonly used and clearly understood without the hyphen, the hyphen isn't needed. For example: *high school teacher, Olympia Police Officer, water quality criteria, Environmental Assessment Program.*

Modifying phrases

Sentences with misplaced modifiers can be humorous. See the following examples.

- *Coated with a plastic-like substance, the researchers were able to preserve the specimens.*
- *This will provide easy access to groundwater data generated by EA staff that are housed electronically in EIM.*

So... be sure the phrases modify the correct nouns.

Correct words

The following words are often used incorrectly in draft reports: its/it's, assure/ensure/insure, affect/effect, lead/led, and among/between.

See Appendix H for a clarification of these terms.

Capitalizing

Capitalize *Total Maximum Daily Load (TMDL)* in the text, but don't capitalize other "acronymized" words unless they're proper nouns. The following three examples are correct:

- *The total organic carbon (TOC) levels were determined by using Method 341.*
- *The farmer began applying best management practices (BMPs) in the spring of 2005.*
- *The Columbia Basin Environmental Concerns Committee (CBECC) met on May 1.*

Capitalize *Washington State* but not *state of Washington*.

A proper noun like the *Yakima River* is capitalized. But don't capitalize *river* if listing a series of rivers (e.g., *Yakima, Wenatchee, and Tieton rivers*.). This is the same for other proper nouns such as *Thurston, Pierce, and King counties*.

Adjectives like *western Washington* and the *upper Yakima River* may or may not be capitalized, depending on whether the author is referring to simply a geographical area (not capitalized) or a distinct region of the state (capitalized). You can go with whatever style the author uses most or ask the author. Be consistent with whatever style you choose.

Don't capitalize *watershed* or *basin* with the proper name of a waterbody. For example, the following is correct: *There are five recommendations for the Cowlitz River watershed.*

Don't capitalize *city* if referring to the place, but do if referring to city government. The following two examples are correct:

- *The study focused on a chloralkali plant that operated in the city of Bellingham during the 1990s.*
- *The study was conducted to assist the City of Bellingham in planning an investigation of pollution in Little Squalicum Creek.*

Don't capitalize types of fish. For example, the following is correct: *The project provides habitat for five species of fish: chum, chinook, coho, and steelhead salmon, as well as cutthroat trout.*

Spelling

The Spell Check tool

Don't ever run a Spell Check through a report. Over time you'll save time and be a much better editor if, instead, you gradually add correctly spelled words to your dictionary in Word. Do this by right clicking on red-underlined words and acronyms you know are correct, and then clicking on *Add to Dictionary*.

At times you'll receive a Word file where the Spell Check is turned off. If you don't turn it back on, you could produce a final report with hoards of spelling errors. You'll notice the Spell Check is turned off because no words in the file (or one section of a file) are underlined in red, not even unusual words. You can type in a misspelled word to verify that the Spell Check is off.

- To turn the Spell Check back on, highlight the whole document (Control/A). Then go to Tools / Language / Set Language. Uncheck *Do not check spelling*.

Excel files: Be sure to run a Spell Check through all Excel files that aren't imported into Word. Go to Tools / Spelling.

Google search

Using this will improve your editing skills tremendously. Copy any unusual words (e.g., chemicals) into this to determine the spelling. Once you know a word is correct, add it to your dictionary.

For a definition, type in *Define:* before the word to be searched (e.g., *Define: DDT*).

Geographic names

If you're not sure a waterbody or geographic area of Washington State is spelled correctly, check the Washington Place Names database at <http://search.tpl.lib.wa.us/wanames/>

Another source for geographic names is the USGS Geographic Names Information System at <http://geonames.usgs.gov/gnishome.html>

The AutoCorrect tool

Working in government, one word that's easy to misspell is *public*. It can become *pubic*. To be sure that this never happens, go to Tools / AutoCorrect Options. Then say to replace *pubic* with *public*.

You may want to add other words such as *manger* to *manager*, *sate* to *state*, *chorine* to *chlorine*, and *orgasm* to *organism*. (A *chorine* is a chorus girl.)

Copying vs typing

To reduce errors, copy whenever possible, even if you need to change the font style.

Punctuation

Use the Gregg Manual for guidance. Pay special attention to the following:

- Add a comma before *and* or other connecting words in a series. The following is correct:

Please bring the Laboratory Manual to Jim, Ray, and Rick.

- Citations in text may be either (*Smith, 2002; Johnson, 2001*) or (*Smith 2002, Johnson 2001*). Be consistent with whatever style you choose.

If using the first style above, add a comma after *et al.* in a citation: (*Smith et al., 2002*).

When using either style above, don't add a comma after *et al.* in the text: *Smith et al. (2002)*.

- Add a comma after *e.g.* and *i.e.* The following is correct:

Locations of potential pollution sources (e.g., Superfund sites) were identified.

- Use parentheses sparingly; often they just add clutter. For example, parentheses should be deleted from the following:

Sampling stations in Marion Drain (in the Lower Yakima watershed) were monitored (from July 2001 through June 2002).

- Use dashes rarely. In most cases, more precise punctuation (e.g., period, comma, semicolon) is better. But dashes are a good option in the following where #1 is from the author, and #2 is edited:

1. Five pesticides; azinphos-methyl, chlorpyrifos, diazinon, malathion and 4,4'-DDE were above the numeric component of various standards.

2. Five pesticides – azinphos-methyl, chlorpyrifos, diazinon, malathion and 4,4'-DDE – were above the numeric component of various standards.

- Authors often use semicolons and colons incorrectly. Be sure you understand the difference.

Sentences may have one space after them (journalism style) or two spaces (traditional style). The two-space style is preferred for technical reports. If the text fluctuates between the two styles, highlight the whole report except the *References* section and globally make these changes:

1. Replace all “. (space)” with “. (space)(space)”
2. Replace all “. (space)(space) (space)” with “. (space)(space)”
3. Globally correct spacing after common abbreviations such as “U.S.”

Clarity and Conciseness

Clear terms

Often you'll need to clarify terms used in a report. For example, a report might include all these terms: *study period*, *study year*, *critical period*, *critical season*, *critical design year*, *critical season of concern*. There are too many terms here with similar meanings; only a few should be in one report. If the author is using two of these terms to mean the same thing, delete one term and use the other one consistently.

Try to use simple, non-bureaucratic-sounding words. For example, in most instances it's better to write *use* instead of *utilize* – and *about* instead of *regarding*.

If something doesn't make sense and you can't figure out what needs fixing, put a question mark in parentheses by it for the author to check.

Concise sentences

Delete extraneous words that add clutter. See italicized words in these examples:

- Hanna Creek is an intermittent stream that goes dry during *the time period of* August and September.
- The sampling boat was provided by the Squaxin Island Tribe. The GIS data also were provided by the *Squaxin Island* Tribe.

See Appendix I for more examples.

Short paragraphs

Paragraphs shouldn't exceed \cong 12 lines in length. When editing, you can break up long paragraphs or mark them for the author to break up.

Consistency

Often editing involves choosing a style.⁸ It's usually easiest to go with whatever style the author uses most, especially if the author is emotionally attached to his style. Once you've decided on a style, be consistent with it throughout the report.

Word styles

It's common to find more than one word style (e.g., *ground water* vs *groundwater*) in a report, especially when there is more than one author. Be sure that the same word style is used consistently. We use the following for EA reports:

- Baseflow
- Database
- Data set
- Drainfield
- Exceedance
- Flood plain
- Freshwater
- Gage
- Groundwater
- Instream
- Mainstem
- Marine water
- Nonpoint
- Pore water
- Rainwater
- Snowmelt
- Statewide
- Stormwater
- Streambank
- Streambed
- Streamflow
- Subbasin
- Surface water
- Waterbody
- Water year

Contractions

Don't use contractions because they indicate an informal style.

Spelling out numbers

Spell out numbers larger than 10 in the text, unless the series of numbers looks weird. For example, *3 pigs, 4 horses, and twelve cows* looks better as *3 pigs, 4 horses, and 12 cows*.

Don't spell out numbers that are actual numbers (e.g., *a factor of 2*).

Percent versus %

In most technical reports, it's better to write % in the text (e.g., 20%). But if it isn't used often in the text, it's OK to write *percent* (e.g., 20 percent). Be consistent with whatever style you choose.

Use % in tables and lists.

⁸ The writing and formatting styles used for these *Formatting and Editing Protocols* are informal and assume an internal EA Program audience. These styles would not be used in technical reports.

Etc. versus e.g.

Never use *etc.* in a report. Use *e.g.* instead. For example:

(*dogs, cats, and pigs, etc.*) should be changed to (*e.g., dogs, cats, and pigs*).

Bullets and numbers

Use numbers only when a list is sequential. Otherwise, use bullets.

Use the same first-level bullet style throughout the report, and be sure any second-level bullets are consistently the same and a different style than the first-level bullets.

Punctuate bulleted items with periods – or, if it’s a list of simple items, use no punctuation. Try not to use the old style with semicolons.

Fonts

Use Times New Roman for text, and Ariel for major headings. This is important for converting to pdf.

WACs and RCWs

If citing a whole chapter, use this style: Chapter 173-303 WAC and Chapter 70.105 RCW

If citing only a section, use this style: WAC 173-303-070 and RCW 70.105.010

As with any acronyms, spell out *WAC* and *RCW* the first time they’re used in a report.

Organization

Heading styles

Be sure that section headings make sense. For example, all level-one headings should be parallel, and all level-two headings should be parallel and subordinate to level-one headings.

At times, you'll need to add extra headings to break up long sections of text.

Don't number any headings unless numbering is essential to understanding the report.

Maintaining order

Watch how things are ordered. For example, if a report is about five lakes, refer to these lakes in the same order throughout the report in the text, figures, tables⁹, and appendices.

⁹ Exception: A table may list these lakes according to study results. In these cases, it's better not to reorder the lakes.

Editing Timesavers

AutoText

If you find you're typing the same thing over and over, add it to AutoText. For example, adding www.ecy.wa.gov/biblio/ will save time and maintain accuracy.

Toolbar icons

Besides the usual formatting icons, be sure the following icons are on your Toolbars: Find, Format Paragraph, Bullets, Numbering, Highlight, Align Left, Align Center, Align Right, Top Border, Bottom Border, Left Border, Right Border, and Repeat Typing.

If you're right-handed, consider placing the icons used most at the right end of your Tool Bars.

Remember that, in some documents, it's faster to use the keyboard than the icons. For example, *Control/C* and *Control/V* may be more efficient than *Copy* and *Paste*.

Converting to pdf and Posting to the Web

Converting to pdf

When preparing for web posting and printing, you'll convert reports to pdf using Adobe Acrobat. This software allows you to combine files from various software programs.

If you have questions about preparing files for pdf conversion, see Steve Barrett's information at www.ecology.ecy.wa.gov/programs/eap/pubtips/pubtips.html

Keep the Table of Contents “live” in pdf for the convenience of web users. If the author uses the caption feature for figure and table titles, you can keep the List of Figures and Tables “live” also.

Posting to the Web

Using the BiblioMaker database, the publication specialist posts EA reports to the Ecology publications website.¹⁰

The report can be posted after the section manager signs off on the final report, cover memo, and pink¹¹ distribution list.

After the report is posted and the author OKs the proof from the Copy Center, create an e-mail notice about the new report using the body of the cover memo. E-mail this notice to the section secretary who will e-mail it to those on the pink distribution list.

¹⁰ BiblioMaker is not for archiving files. Keep all final source files and pdf files on the Z drive. Back these up to a CD at least once a year.

¹¹ Green for the EMTS distribution list.

Printing

After the report is posted, order printed copies from Copy Center 6 by e-mailing (1) the pdf file, and (2) the Copy Center request form. If the report is complex (e.g., lots of color pages), carry a printed copy, as an example report, to the Copy Center.

The Copy Center will give you a proof for the author to OK. Once the author OKs the proof copy, e-mail the Copy Center that the report is ready to print.

When the printed copies are delivered, give them to the section secretary who will mail them to those on the pink distribution list.

File the following in a red Originals folder in the EA Publications file area: (1) the final copy the section manager approved or the copy you gave the Copy Center as an example, and (2) a copy of the Copy Center request form.

Correcting Errors in Final Reports

EA Program policy requires certain procedures for correcting errors in publications that have been posted, printed, and distributed. See Appendix J for details.

Recommended Training and Reading

Training

Completing the following classes should improve your skills in formatting and editing:

Formatting

- Word – Advanced
- Excel – Beginning
- PowerPoint – Beginning
- Acrobat – Beginning
- *Optional – Adobe Illustrator and Photoshop*

Editing

- Grammar
- Punctuation
- Plain Talk
- Editing for Clear Writing
- Technical Writing

Reading

As of 2001, Washington State government uses the following as the official reference for grammar, punctuation, and style. You'll want to refer to it often.

- *The Gregg Reference Manual*

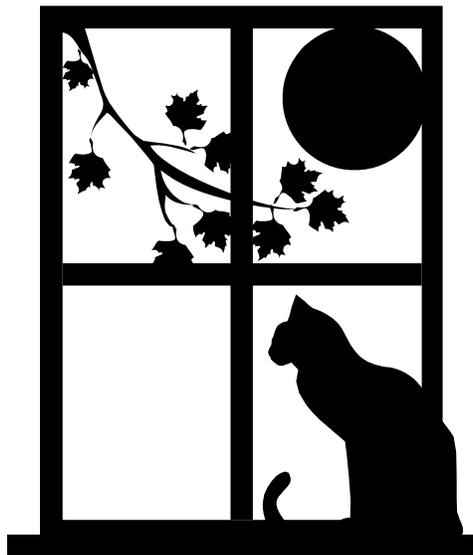
Suggested reading

- *The Associated Press Stylebook*
- *The Elements of Style* by W. Strunk and E. B. White
- James Kilpatrick's column, *The Writer's Art*, in *The Sunday Olympian*

Appendices

Appendix A. Publication Procedures for Authors

How to get your
Report
reviewed
published
and
distributed
painlessly



Watershed Ecology Section¹²
Updated December 2005

These guidelines and the report templates are at Y:\Shared Files\WES Section

¹² This *cat brochure* provides guidelines for WES reports. EMTS has similar guidelines in its *flower brochure*.

Description of Report Contents

* *Abstract*

Provide a ≤ 300 -word synopsis of the study.

Summary

Provide a more detailed description of the study than the Abstract. Can include information on project background, objectives, significant findings, and recommendations.

Acknowledgements

List individuals and groups who made significant contributions to the project.

* *Introduction/Project Description/Background*

Describe project setting, suspected problems and sources, previous investigations that led to the study, and project objectives.

* *Methods*

Include description of study design, site selection process, sampling procedures, measurement procedures, quality control procedures, and data verification/validation procedures.

* *Results*

Provide results of all field and laboratory analyses, with focus on discussion of data collected. Include or reference the data verification and data validation reports, and discuss data quality.

* *Discussion*

Tie data back to the study objectives in a comprehensive manner. Assess the data and discuss whether they are of the right type, quality, and quantity to meet the study objectives. Analyze the data to illustrate trends, patterns, relationships, and anomalies. Comparisons with other data sets, applicable criteria and standards, and implications of the results are appropriate.

* *Conclusions*

Summarize the most important findings in two or three paragraphs.

* *Recommendations*

Provide recommendations for follow-up actions or monitoring, based on study findings.

* *References*

Include bibliographic references for all literature cited.

Figures and/or Tables

Place figures and tables into the body of the text or grouped at the end.

Appendices

Include information that detracts from the flow of the body of the report or is unnecessary for readers to make decisions.

Longer reports will include a *Table of Contents*. The publication specialist will autogenerate the Table of Contents by using heading styles, so any manually-created ones will be deleted.

Reports also may include a *List of Figures and Tables*, *Glossary*, and/or *List of Acronyms*. Reports may include other sections, as appropriate.

*Required in all reports

Reports – Checklist for Authors

- _____ Write draft, using a template. These are at Y:\Shared Files\WES Section\Reports.
- ◇ Use 1½ line spacing.
 - ◇ Create figures and tables in portrait layout, instead of landscape, as much as possible.
 - ◇ Place tables more than one page long in the appendices. Summary tables and descriptions in the main document can refer to these appendices.
- _____ *Optional:* ask a co-worker to review draft before unit supervisor reviews it.
- _____ Submit complete draft to unit sup'r for review **at least three weeks** before draft due to client.
- _____ Incorporate unit supervisor comments.
- _____ Submit again to unit supervisor for approval. (Optional: get approval from section manager on review process.)
- _____ Send draft to internal (Ecology) reviewers: EAP peers (for technical review), client, agency contacts, and EMTS section manager. For TMDL studies, include the WQ watershed assessment section manager (for policy peer review) as well as the EPA contact person. For all studies, include the WQMA or TMDL lead and watershed planning unit lead in the review. For multi-region or statewide projects, include headquarters reviewers from the client program. Allow **two to three weeks** for review; brief client, as appropriate.
- _____ Incorporate internal review comments; get unit supervisor approval. Substantive comments which cannot be resolved between the reviewer and project lead/unit supervisor are elevated to the section manager for discussion and decision.
- _____ *Optional:* Send draft to external reviewers (coordinate with client on distribution).
- _____ *Optional:* Incorporate external review comments; get unit supervisor approval. Substantive comments that cannot be resolved between the reviewer and project lead/unit supervisor are elevated to the section manager for discussion and decision.
- _____ *Optional:* Schedule briefing with section manager and unit supervisor.
- _____ Give final draft to publication specialist (PS) for editing and formatting. PS ensures report follows agency publication guidelines. Allow **four weeks** for PS to complete final report.
- _____ Approve final copy, after PS completes it. PS gives a final copy to section mgr for approval.
- _____ Write cover memo to client, client's unit supervisor, and client's section manager through WES unit supervisor and section manager, highlighting major findings and recommendations. Cc: client's regional manager, client's program manager, and EAP program manager. (*See attached sample memo.*)
- _____ Give cover memo to PS for formatting. PS will ask supervisors for their initials.
- _____ Get report distribution list (pink sheet) from PS, then complete list after consulting with unit supervisor and client. Give list to PS who will ask supervisors for their initials.
- _____ Write a <100-word summary for PS to post online (can be your monthly report summary).
- _____ Approve *proof copy* of report when PS gets it from the Copy Center.

PS will post the report on the web, and WES secretary will e-mail a notice and mail printed copies.

About Writing Reports

Use a template. These are located at Y:\Shared Files\WES Section\Reports - Templates:

- ◇ If you want a standard report with a cover and table of contents, use the *Regular Bound Report* template.
- ◇ If you want a short report with no cover and no table of contents, use the *Short Stapled Report* template.

Try to follow these guidelines (to make final formatting and editing easier):

- ◇ Import Excel tables into Word as tables, not pictures, whenever possible.
- ◇ Don't import figures larger than 2 megs into the main Word document. The Publications Specialist (PS) will insert these as pdf files.
- ◇ Export ArcView maps to PPT or eps before giving to PS. Steve Barrett can assist with GIS and WQHydro files.
- ◇ Place figure titles *below* the figures, not above them.
- ◇ Use the caption feature when adding titles to figures and tables, so lists can be autogenerated.
- ◇ Limit paragraphs to 12 lines of text or less.
- ◇ Use a size 12 font in the text.
- ◇ Use only Times New Roman and Arial. (CG Times and Universe will not convert to pdf.)
- ◇ Left-justify all text.
- ◇ Use margins of 1" to 1.25". For appendices figures and tables, .5" is OK.
- ◇ If a list is sequential, use numbers. Otherwise, use bullets.
- ◇ Punctuate bulleted items with periods (or, if a list of simple items, use no punctuation). Don't use the old “; ; and .” style.
- ◇ Don't use all caps in headings or text.
- ◇ Don't number chapter or section headings.
- ◇ Use these word styles:

Baseflow	Groundwater	Stormwater
Database	Mainstem	Streambank
Data set	Marine water	Streambed
Drainfield	Nonpoint	Streamflow
Exceedance	Pore water	Subbasin
Flood plain	Rainwater	Surface water
Freshwater	Snowmelt	Waterbody
Gage	Statewide	Water year

Remember, the Copy Center charges 35¢ a page for printing color (3¢ for black and white).

If you have questions about preparing files for pdf conversion, see Steve Barrett's information at www.ecology.ecy.wa.gov/programs/eap/pubtips/pubtips.html

Ecology publication standards are posted at www.ecology/comm_ed/pubhandbook/index.htm

Distribution List for WES Reports

Author completes this section:

Report title _____

PIC for printing costs _____ Cover color _____

Author(s) _____ No. of copies _____

Client(s) _____ No. of copies _____

Client unit supervisor (mail memo) _____

Client section manager (mail memo) _____

Client regional director (mail memo) _____

Client program manager (mail memo) _____

Affected tribe(s) _____

Watershed lead - <X:\Watershed Planning\Schedules.Status.Contact Info\Watershed Leads and Contact Information0605.doc>

WQMA or TMDL lead - www.ecy.wa.gov/programs/wq/tmdl/contacts.html

EIM User Study ID _____ Name of peer reviewer (not for mailing) _____

QAPP/Reports/Web pages to link to online _____

Author may attach additional names for mailing or e-mail notice

Mail printed copy to: _____ No. copies for 1st printing _____

Laurie Fortier, State Library (15 rpts)

Ecology Library (3 rpts)

Jean Witt, Ecology Publications (appr. 10) and EAP publication files (fill one folder)

(Karol Erickson or Dale Norton, if report is from her/his unit)

E-mail cover memo to:

Author Dave Peeler, WQ Debby Sargeant, DOH

Client Tony Whiley, WQ

Caitlin Cormier, C&E Melissa Gildersleeve, WQ

Gary Turney, USGS Ron McBride, WQ

Sheri Tonn, PLU Pat Cirone, EPA; Gretchen Hayslip, EPA

Bill Backous (mail memo) Darrel Anderson Brian Grantham Cliff Kirchmer

Will Kendra Karol Erickson Brad Hopkins Joan LeTourneau

Bob Cusimano Dale Norton Rob Plotnikoff Barb Carey

Ken Dzinbal Stuart Magoon, Lab Stew Lombard, QA Trevor Swanson

TMDL reports

Helen Bresler, WQ; Diane Dent, WQ; Ken Johnson, Weyerhaeuser; Deborah Smith (e-mail and printed copy);

Dave Ragsdale, EPA; Christine Psyk, EPA; Laurie Mann, EPA

Groundwater reports (not short ones)

Louis Fuste, USGS

Reports from the Toxics Studies Unit

Lee Walkling, DNR Library

Fish Tissue: Glen Patrick, DOH; and Dave McBride, DOH

Sediment: Kathryn DeJesus, TCP; Chris Hanlon-Meyer, DNR; and Eric Johnson, WA Public Ports Assn

Example cover memo for reports

DEPARTMENT OF ECOLOGY

June 25, 2003

TO: David Rountry, Water Quality Program, SWRO
Kim McKee, Unit Supervisor, Water Quality Program, SWRO
Kelly Susewind, Section Manager, Water Quality Program, SWRO

THROUGH: Dale Norton, Unit Supervisor, Environmental Assessment Program
Will Kendra, Section Manager, Environmental Assessment Program

FROM: Randy Coots, Environmental Assessment Program

SUBJECT: **Pesticide Reduction Evaluation for Cranberry Bog Drainage in the Grayland Area**

Attached is the final report, *Pesticide Reduction Evaluation for Cranberry Bog Drainage in the Grayland Area*. The study was conducted in response to the need for an evaluation of BMPs implemented by area cranberry growers to curb pesticide discharges to the ditches. The organophosphorus pesticides azinphos-methyl, chlorpyrifos, and diazinon have been reported in previous Ecology studies as exceeding available water quality criteria during the growing season.

The study found BMPs have not gone far enough to bring target analytes to within available water quality criteria during the peak pesticide application period, and confirms criteria are still being exceeded. In addition to the three organophosphorus pesticides, DDT and metabolites DDE and DDD also were found exceeding state water quality criteria.

The report recommends supporting farm-scale evaluations of BMPs. If future water quality results from the ditches continue to show criteria exceedance, mandatory BMPs should be considered.

The Grays Harbor County Ditch is currently 303(d) listed for parathion and carbaryl. They were not detected in water samples from this study and are recommended for removal from the list.

This report is available online at www.ecy.wa.gov/biblio/0303034.html.

If you have questions, contact me at 360-407-6690 or rc00461@ecy.wa.gov.

RC:jl
Attachment

cc: Dick Wallace, Regional Director, Southwest Regional Office
Dave Peeler, Program Manager, Water Quality Program
Bill Backous, Program Manager, Environmental Assessment Program

Appendix B. E-mail to Authors about Final Reports Due

E-mail the following message to authors (as a group) about two months before their reports are due to you. For example, the following would be e-mailed around February 5:

To: (Authors with reports due – see list below)
Cc: (Authors' unit supervisors and the section manager)
Subject: You have a final report due in April

To guarantee your report will be on the web by April 30, I need complex reports by April 2 and all other reports by April 9.

Remember to:

- Use the Word caption feature when inserting figures and tables, so that the list of figures and tables can be autogenerated.
- Create figures so they can be understood in black & white, when possible, because color copies cost 35¢ a page. All color will show on the web, of course.
- Create figures and tables in portrait instead of landscape, when possible.
- Place figure titles *below* the figures, not above them.

Before or while your report is out for review, please give it to me to format. I'll e-mail it back to you, and you can make all the changes you want – because I won't read it until the final draft is ready.

Cristea/Pelletier	WQ	Wenatchee River Temperature TMDL
Coots	TS	Lake Chelan TMDL: DDT and PCBs
Era-Miller	TS	Verification of 303(d)...Skagit and Pend Oreille...
Kimsey	NS	Wenatchee TMDL GW (yr 1 & 2 data report)
Marti	NS	Walla Walla R. TMDL GW Support
Marti	NS	Shelton Cleaners and Laundry (annual)

Appendix C. Notifying C&E of New Reports

The following was policy was approved by EA managers on 4-29-04:

As of January 1, 2004, the EA Program is notifying the Director of the Office of Communication and Education of all new EA publications. Each report is e-mailed to him/her.

When is the e-mail sent?

- Highly sensitive or TMDL reports – two to three weeks before posting to the web
- All other reports – ten days to two weeks before posting to the web

Who sends the e-mail?

- The publications specialist will send the e-mail for reports she and support staff, other than the EMTS secretary, format/edit (WES, EMTS, PBT reports)
- The EMTS secretary will send the e-mail for reports she formats/edits (EMTS reports)

Who receives the e-mail?

- Dave Workman
- Cc to author, client, client's section manager, client's regional director, author's unit supervisor, author's section manager, and Bill Backous

What does the e-mail say?

Following is the standard e-mail message:

To: Dave Workman
Cc: Anise Ahmed, Ken Merrill, James Bellatty, René-Marc Mangin
Karol Erickson, Will Kendra, Bill Backous
Subject: Near-final EA publication: Spokane River and Lake Spokane (Long Lake)
Pollutant Loading Assessment for Protecting Dissolved Oxygen

Dave,

Attached is a near-final draft of a new publication, *Spokane River and Lake Spokane (Long Lake) Pollutant Loading Assessment for Protecting Dissolved Oxygen*. We plan to have this ready to post to the web by February 27.

The author is Anise Ahmed at 407-6688.

Please let Anise and our client, Ken Merrill, ERO, know if you plan a press release on this report.

Thank you.

Appendix D. Examples of Editing Tables

Following are three examples of original tables received from the author and the same tables after being edited.

Original

Table 3. King County Data on Mercury Concentrations in Wolf Creek

Station	Date	Parameter	Analysis	<u>Result</u>
O484	1-Apr-96	Mercury,	Total, CV	<MDL mg/L 0.002
O484	16-Apr-96	Mercury,	Total, CV	<MDL mg/L 0.002
O484	18-Mar-97	Mercury,	Total, CV	<MDL mg/L 0.0006
O484	2-Oct-97	Mercury,	Total, CV	<MDL mg/L 0.0006

Edited

Table 3. King County Data on Mercury Concentrations in Wolf Creek at Station 0484 (<MDL, mgL). Analysis by Cold Vapor EPA 245.5.

Date	Result
4-1-96	0.002
4-16-96	0.002
3-18-97	0.0006
10-2-97	0.0006

Original

Table 14. Summary statistics for soil pore-liquid ammonia and TPN in mg/L.

Site 1

Ammonia	Standard					Number of Values
	Mean	Deviation	Median	Maximum	Minimum	
LY-1, -2	0.033	0.047	0.0175	0.187	0.005	30
LY-3, -4, -5, -6	0.314	0.808	0.039	5.02	0.005	47

TPN	Standard					Number of Values
	Mean	Deviation	Median	Maximum	Minimum	
LY-1, -2	1.47	2.90	1.315	15.1	0.355	32
LY-3, -4, -5, -6	23.5	24.1	20.1	120	0.711	46

Site 2

Ammonia (BL-6 only)	Standard					Number of Values
	Mean	Deviation	Median	Maximum	Minimum	
	0.070	0.194	0.005	0.685	0.005	12

TPN (BL-6 only)	Standard					Number of Values
	Mean	Deviation	Median	Maximum	Minimum	
	13.2	21.8	3.68	64	0.838	8

Edited

Table 14. Soil pore-liquid ammonia and TPN (mg/L).

	Lysimeters	Standard					Number of Values
		Mean	Deviation	Median	Maximum	Minimum	
<i>Site 1</i>							
Ammonia	LY-1, -2	0.033	0.047	0.0175	0.187	0.005	30
	LY-3, -4, -5, -6	0.314	0.808	0.039	5.02	0.005	47
TPN	LY-1, -2	1.47	2.90	1.315	15.1	0.355	32
	LY-3, -4, -5, -6	23.5	24.1	20.1	120	0.711	46
<i>Site 2</i>							
Ammonia	BL-6	0.070	0.194	0.005	0.685	0.005	12
TPN	BL-6	13.2	21.8	3.68	64	0.838	8

Original

Table 7. Estimated daily maximum and minimum air temperatures on days and weeks with the highest daily mean temperatures for a median year and 90th percentile year.

Station	Years of data	Air temperature	Median year hottest week	Median year hottest day	90 th percentile hottest week	90 th percentile hottest day
			8/8-14/2001	7/22/2000	8/11-17/2001	7/23/1994
		Average daily air temperature on the hottest day/week (deg C)	24.8	27.2	26.2	28.9
NOAA-COOP Leavenworth	49	Average daily maximum air temperature on the hottest day/week(deg C)	36.6	36.7	37.8	41.1
		Average daily minimum air temperature on the hottest day/week(deg C)	13.2	17.8	14.5	16.7

Edited

Table 7. Estimated daily maximum and minimum air temperatures on weeks and days with the highest daily mean temperatures for a median year and 90th percentile year at the NOAA-COOP station in Leavenworth (°C; 49 years of data).

Daily temperature	Median year		90 th percentile year	
	Hottest week, 8/8-14/2001	Hottest day, 7/22/2000	Hottest week, 8/11-17/2001	Hottest day, 7/23/1994
Mean	24.8	27.2	26.2	28.9
Maximum	36.6	36.7	37.8	41.1
Minimum	13.2	17.8	14.5	16.7

Appendix E. Proofreader Marks

Use the following standard proofreader marks when editing text.

Insert printed copy of proofreader marks

Appendix F. Styles of References

Because staff often copy References from one QA Project Plan and/or report to another, use the following styles:

Ecology publications

Lombard, S. and C. Kirchmer, 2004. Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies. Washington State Department of Ecology, Olympia, WA. 48 p. + app. Publication No. 04-03-030. www.ecy.wa.gov/biblio/0403030.html

MEL, 2003. Manchester Environmental Laboratory Lab Users Manual. Seventh Edition. Manchester Environmental Laboratory, Washington State Department of Ecology, Manchester, WA.

WAS, 1993. Field Sampling and Measurement Protocols for the Watershed Assessments Section. Washington State Department of Ecology, Olympia, WA. Publication No. 93-e04. www.ecy.wa.gov/biblio/93e04.html

Journal articles

Rishel, G.B., J.A. Lynch, and E.S. Corbett., 1982. Seasonal stream temperature changes following forest harvesting. *Journal of Environmental Quality* 11(1):112-116.

Books

Thomann, R.V. and J.A. Mueller, 1987. Principles of Surface Water Quality Modeling and Control. Harper and Row, Publishers, Inc., New York, NY.

Personal communication

Karnezis, J., 2004. Personnel communication. Monitoring coordinator, Lower Columbia River Estuary Program, Portland, OR.

Web sites

Desert Research Institute Western Regional Climate Center. 2003. Seattle Tacoma WSCMO AP, Washington, Monthly Total Precipitation (inches). www.wrcc.dri.edu/cgi-bin/cliMAIN.pl?waseat. Viewed June 5, 2005.

Appendix G. Acronyms Commonly Used by the EA Program

BNA – base/neutrals and acids
BOD – biochemical oxygen demand
CFU – colony forming units
DDD – dichlorodiphenyldichloroethane
DDE – dichlorodiphenyldichloroethylene
DDT – dichlorodiphenyltrichloroethane
DOC – dissolved organic carbon
EAP – Environmental Assessment Program (use “EA Program” in external publications)
Ecology – Washington State Department of Ecology (don’t use DOE)
EPA or USEPA – U.S. Environmental Protection Agency
GIS – Geographic Information System
GC-ECD – gas chromatography - electron capture detection
GC-MS – gas chromatography - mass spectrometry
LWD – large, woody debris
MCL – maximum contaminant level
MF – membrane filter method
NAWQA – National Water Quality Assessment Program (USGS)
NCDC – National Climate Data Center (NOAA)
NOAA – National Oceanic and Atmospheric Administration
NOEC – No Observable Effect Concentration
NPDES – National Pollutant Discharge Elimination System
NRWQC – National Recommended Water Quality Criteria (EPA)
NTU – nephelometric turbidity units
OP – orthophosphate (also ortho-P and orthophosphate-P)
Organic-P – organic phosphorus
PAH - polynuclear aromatic hydrocarbons
PCBs – polychlorinated biphenyls
PCDD – polychlorinated dibenzo-p-dioxins (don’t use dibenzodioxin)
PCDF – polychlorinated dibenzofurans
PCE – tetrachloroethylene or tetrachloroethene or perchloroethylene
PERC – (don’t use – see PCE)

PSEP – Puget Sound Estuary Program
QAPP – Quality Assurance Project Plan (use “QA Project Plan” in external publications)
RCW – Revised Code of Washington
RPD – relative percent difference
RSD – relative standard deviation
SAIC – Science Applications International Corporation
SPMD – Semipermeable membrane devices
SU – standard units
TCE – trichloroethylene or trichloroethene (tetrachloroethylene is PCE)
TEF – toxic equivalency factor
TEQ – toxic equivalent quotient (or concentration)
TMDL – Total Maximum Daily Load
TOC – total organic carbon
TPN – total persulfate nitrogen
TRC – total residual chlorine
TSS – total suspended solids
USBR – U.S. Bureau of Reclamation
USDC – U.S. Department of Commerce
USGS – U.S. Geological Survey
VOA – volatile organics analysis
WAC – Washington Administrative Code
WRIA – Water Resource Inventory Area

Units of Measurement

l/s – liters per second (0.03531 cubic foot per second)
mg/d – milligrams per day
mg/L – milligrams per liter (parts per million)
mg/L/hr – milligrams per liter per hour
ng/g – nanograms per gram (parts per billion)
ng/L – nanograms per liter (parts per trillion)
µg/g – micrograms per gram (parts per million)
µg/L – micrograms per liter (parts per billion)
µM – micrometer (one millionth of a meter)
µs – microsiemens per centimeter

Appendix H. Problem Words

For editing EA Program reports, it's important to understand these words:

It's/its

It's is always a contraction for *it is*.

There is no possessive for *its*. For example, the following is incorrect:

The cat destroyed it's toy.

Ensure/assure/insure

Assure means to reassure. *Ensure* means to guarantee. For example, the following is correct:

I assure you that we are taking all precautionary measures to ensure your safety.

Insure is rarely correct in reports. This word relates only to insurance.

Affect/effect

Usually *affect* is a verb and *effect* is a noun. The following examples are correct:

The house paint could affect the children's health.

We need to analyze the effect of the new monitoring strategy.

Lead/led

Led is the past tense of *lead*. The following is incorrect:

Chuck has lead this monitoring team for the last five years.

Between/among

Usually *between* relates to two, and *among* relates to three or more. But *between* can be extended to more than two. For example, the following is correct:

Financing for the study was negotiated between the three agencies.

Appendix I. Examples of Editing Text

Original

The dry season range starts from the beginning of May to the end of October and the wet season range starts from the beginning of November to the end of April.

Edited

The dry season is from May 1 to October 31, and the wet season is from November 1 to April 30.

Original

Data was collected July – October 2002 using instream mini-piezometers (to define the vertical hydraulic gradient and direction of water flow at discrete points), and a seepage run (to provide estimates of the net gains or losses across broader river reaches).

Edited

Data were collected from July through October 2002 using (1) instream mini-piezometers to define the vertical hydraulic gradient and direction of water flow at discrete points, and (2) a seepage run to provide estimates of the net gains or losses across broader river reaches.

Original

For the seven CFRP project areas pre-riparian restoration monitoring was conducted. For each project area upstream/downstream monitoring was conducted.

Edited

Pre-riparian restoration monitoring was conducted upstream and downstream of the seven CFRP sites.

Original

The Clean Water Workgroup is tasked to do assessment and implementation of water quality problems and solutions.

Edited

The Clean Water Workgroup assesses water quality problems and implements solutions.

Original

All nine samples analyzed from Ditch #1 detected diazinon, with six of those exceeding the acute criterion.

Edited

Diazinon was detected in all nine samples from Ditch #1, with six exceeding the acute criterion.

Original

The Cowlitz County Urban Streams Monitoring Program has been collecting fecal coliform data

since 1990. Fecal coliform data generated from the Urban Streams Monitoring Program was compiled and analyzed.

Edited

The Cowlitz County Urban Streams Monitoring Program has been collecting fecal coliform data since 1990. These data were compiled and analyzed.

Original

The following recommendations are based on the findings of the re-assessment study.

For the Northwest Region, it was recommended to take Shilshole Bay off the 303(d) List for dieldrin in fish tissue and to list total PCBs in fish tissue. The total PCB listing for Shilshole Bay is new listing. Mill Creek, also in the Northwest Region, was recommended for continued listing based on sediment bioassay toxicity. For the Central Region, the Wenatchee River was recommended for listing for total PCBs and 4,4'-DDE in fish tissue, but alpha BHC, 4,4'-DDD, and 4,4'-DDT in fish tissue were recommended for de-listing. Icicle Creek, a major tributary to the Wenatchee River, was recommended for listing of total PCBs in fish tissue. For the Eastern Region, the Spokane River was recommended for continued listing for sediment bioassay toxicity.

Edited

Based on the findings of this re-assessment study, the following recommendations for the 303(d) list are made:

- *Northwest Region:* List Shilshole Bay for total PCBs in fish tissue (a new listing), but de-list it for dieldrin in fish tissue. Continue listing Mill Creek based on sediment bioassay toxicity.
- *Central Region:* List the Wenatchee River for total PCBs and 4,4'-DDE in fish tissue, but de-list it for alpha-BHC, 4,4'-DDD, and 4,4'-DDT in fish tissue. List Icicle Creek, a major tributary to the Wenatchee River, for total PCBs in fish tissue.
- *Eastern Region:* Continue listing the Spokane River for sediment bioassay toxicity.

Fun with Reports

Some errors can be humorous. These are from EA reports:

- Duplicates are two samples collected 20 minuets apart at the same station.
- This will provide easy access to groundwater data generated by EA staff that are housed electronically in EIM.
- Planning for field work included installation of temperature titbits.
- All three streams originate in the Olympic Mountains and flow north from the Olympic National Forest through private timberlands and private landowners.

Appendix J. Correcting Errors in Final Reports

The following policy was approved by EA managers on 4-29-04.

If an author wants to make changes to a final report after it has been posted, printed, and distributed, the author must get approval.

Minor changes (not significant enough to notify everyone who received the document)

The author will

- Get approval from his/her supervisor and section manager
- E-mail the client about the change.

The section secretary or publications specialist will:

- Post the revised document to the web.
- Correct the source and pdf files that will be used for future printing.
- Correct the original printed copy in the EAP publications file area.
- Continue to distribute old versions until gone.

Substantive changes (significant enough to need an errata memo)

The author will

- Get approval from his/her supervisor and section manager.
- Draft an errata memo to the client (see example on next page).

The section secretary or publications specialist will:

- Finalize the memo and route it to the author, author's supervisor, and section manager for signature.
- Post the revised document to the web and describe the changes in the *Short Summary* online.
- Correct the source and pdf files that will be used for future printing, adding the revision date after the original publication date on the publication cover.
- Attach the memo to each copy in the file area or, if changes are extensive, reprint the document and replace the old copies with revised copies.
- Attach the memo to the original printed copy in the EAP publications file area and label as "old original."
- Print a copy of the revised document and file it as a "new original" in the file area.
- Email the memo to the original email distribution list.
- Mail the memo and revised document, if it was reprinted, to the original mailing list.

DEPARTMENT OF ECOLOGY

May 8, 2003

TO: Jane Creech, Central Regional Office
Max Linden, Unit Supervisor, Central Regional Office
Tom Tebb, Section Manager, Central Regional Office

THROUGH: Karol Erickson, Unit Supervisor, Environmental Assessment Program
Will Kendra, Section Manager, Environmental Assessment Program

FROM: Pleasant Jones, Environmental Assessment Program

SUBJECT: **Errata to the report, Lovely River Bacteria TMDL Study**

On April 17, we distributed a new publication, *Lovely River Bacteria TMDL Study* (Publication No. 03-03-xxx).

On page 65, five concentrations are written incorrectly:

The first bullet under *October 2006* should read

- 0.001 instead of 1 ug/L
- 0.0019 instead of 1.9 ug/L

The first bullet under *October 2011* should read

- 0.00059 instead of 0.59
- 0.00083 instead of 0.83
- 0.00014 instead of 0.14

This report on Ecology's website has been corrected. You can find it at www.ecy.wa.gov/biblio/0303xxx.html.

If you have questions, please contact me at pjon461@ecy.wa.gov or (360) 407-xxxx.

PJ:jl

cc: Distribution list

(If there are extensive changes and the report therefore was reprinted, a copy of the revised report will be included with this errata memo – to those who received a printed copy in the original distribution.)